

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1101

FLSA: Non-Exempt

CLASSIFICATION TITLE: COURT CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to process court documents and payments, to perform microfilming/processing of documents, and to provide general clerical/administrative support to assigned division.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Greets and assists public; provides general information to public; respond to general inquiries from visitors and routes them to appropriate area; answers telephone calls, routes calls, and relays messages; provides specific information regarding court or division; receives requests; dispenses forms.

Performs general clerical functions in support of court and division operations; types letters, memoranda, and other documents/correspondence; prepares, researches, and/or processes summonses, subpoenas, warrants, logs, forms, reports, and related materials; files, distributes, mails and transmits documents; copies, files, posts and transmits cases or documents as needed; receives, opens, sorts, date stamps, and/or distributes incoming mail, documents, and faxes; processes returned mail; retrieves files; shreds documents.

Performs microfilming, indexing, and filing of documents; operates and provides operator support for microfilmer, microfilm reader, microfiche reader, lektriever, or related equipment; changes or splices film from camera; determines proper filing locations for document storage.

May prepare, maintain, and update docket books and court calendar; generates, reviews, and verifies court docket printouts; submits dockets to judge for validation; distributes approved dockets.

Receives, processes and updates cases involving complaints, petitions, arraignments, hearings, accusations, indictments, or citations; verifies documentation; researches incomplete or missing information; returns incomplete/incorrect case documents as appropriate; processes warrants for issuance; checks cases for other current/pending court/legal action; prepares case folders, logs cases, and assigns case numbers; files, retrieves, and prepares cases for court date, ensuring each case is properly

documented; schedules or updates court dates.

Issues capias or subpoenas as needed; receives, reviews, verifies, and processes warrants and their related documentation.

Prepares/submits documents for service on individuals; prepares notices of court dates for interested parties; maintains/updates records of open, closed, held over, or pending cases; files/records papers as entered in each case; maintains files on court manuscripts.

Prepares evidence for presentation in court.

Prepares, certifies, forwards, and files orders from judge; assists judge and court as required.

Processes court "no-shows" for reconsideration or action.

Reviews reports and files, reports violations, retrieves warrants, and processes court action as needed.

Processes accounts or cases affected by death or bankruptcies; receives and processes bankruptcy petitions, intents, dismissals, and discharges.

Receives, reviews, and processes mail-in fees/fines; calculates and collects fees, fines, garnishments, and/or restitutions; credits accounts; prepares cash bonds; may open/close out cash drawer or maintain petty cash funds; totals, logs, and processes monies; prepares deposits as needed; processes transfer of funds to appropriate parties or department; may manage and reconcile ledgers or accounts.

Locates individuals and prepares/mailed notices for failure to pay fines/accounts; arranges payment schedules; processes legal action on delinquent accounts and bad checks, including wage garnishment, contempt citations, attachments to property, losses of license, or others as required.

Receives, reviews, organizes, tabulates, and/or prepares a variety of data from reports, records, work orders, and related documentation; processes and/or inputs court documents and data; purges files as necessary; generates reports.

May process cases and maintain files on garnishments.

May process cases and maintain files on individuals' required "community service", maintaining contact with agencies regarding referrals and work performed.

May act as warrant officer or as prosecuting officer when required; may swear in participants or special judge as required.

May serve as notary public or witness to documents, signatures, or activities.

Makes certified copies of documents; searches and retrieves requested data; assists the public in research; makes copies of court files for assigned attorneys.

Provides or obtains necessary signatures and documents from required parties.

Establishes and maintains court files and records; records individuals in custody.

Prepares and processes mittimus, releases, bonds, and conditions; contacts jails concerning releases, processes and investigates bonds; prepares documents and sends certified letters to defendant and bondsman of bond forfeiture.

Prepares prisoner lists; contacts jails concerning prisoner transport for court appearances.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, or other software programs.

Attends meetings and appears in court as required.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving court office operations, legal office work, document microfilming, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Assignment to some divisions may require R.M.S., T.I.E.S., and/or N.C.I.C. certifications. Notarization of documents requires possession and maintenance of valid Tennessee Notary Public certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.